Conditions of Employment

Term of Office: The appointment as Head of College will be made for an initial term of five years with the possibility of continuation in office for a second term subject to a review process to assess achievements and performance. The position carries the title of Professor. At the end of the tenure of the Head of College, the University may, in light of the qualifications, experience and performance of the holder, offer continued employment in another academic or service role.

Remuneration: Current remuneration for the post is basic salary of €186,092 per annum (Scale B) plus an approved allowance of €5,933 per annum (Scale B), resulting in a total annual remuneration of €192,025 per annum.

The **working hours** for administrative staff are 35 hours per week with normal hours of duty from 9.00am to 5.00pm Monday to Friday, with 1 hour for lunch break (pro rata for part time).

Due to the nature and seniority of the post, however, it may be necessary to extend and vary these hours from time to time in order to meet the exigencies of the post.

Annual Leave will be 30 days per annum. This leave is exclusive of public holidays and Good Friday. The leave year commences on 1 July annually and four days annual leave must be held for the Christmas closure period.

Sick Leave: Sick leave will be granted in line with University policy in this regard which may change from time to time. You should familiarise yourself

with the University Sick Leave Policy and University Sick Leave Management Policy.

The **tenure** of the post is **fixed term whole time (5-year term)**, based on the following provisions:

a) A probationary period of twelve months shall apply from commencement of employment in the post during which the contract of employment may be terminated by either party in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

b) Except in circumstances of gross misconduct justifying immediate dismissal, the appointee will receive one month's notice of termination of employment, or, if greater, such notice as is provided for in a minimum notice in terms of Employment Act, 1973.

c) The appointee is required to give three months' notice of termination of employment.

Pension: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 established the Single Public Service Pension Scheme. In general, anyone taking up pensionable public service employment on or after 1 January 2013 is a member of the Single Scheme. The Act provides that most members of the Single Scheme have a minimum pension age consistent with the age of eligibility for the State Pension (Contributory) and a compulsory retirement age of 70. A member of this group is generally referred to as a "Single Scheme member". However, applicants who have previously worked in a

pensionable post (non -Single Scheme terms) in the Irish Civil/Public service, may be offered membership of the UCC Pension scheme. The normal retirement date in this scheme is age 65. A compulsory retirement date of 70 may apply depending on date of first employment in the Irish Civil/Public service. The relevant pension scheme will be confirmed to the successful applicant on completion of the Pensions Declaration form prior to taking up employment.

Applicants that have previously availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Queries should be directed to an applicant's former Civil/Public Service Employer in the first instance. Applicants who are in receipt of an ill-health pension from an Irish Civil/Public Service body are required to declare that they are in receipt of such a pension.

Pension Abatement: If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application or an abatement waiver in respect of appointments to this position

Additional dependants' benefits can be provided by membership of the **Supplementary Life Assurance Scheme.** You will be automatically included as a member of the scheme on commencement of your employment, but you may elect to opt out of the scheme at any stage. The current membership rate is 0.26% of your salary.

Membership of the **Group Personal Accident Scheme** shall apply to all employees, subject to individual acceptance by the Insurance Company. The salary quoted is subject to a deduction from salary at the rate of .06%.

The UCC **Income Continuance Plan** (ICP) provides a source of income in the event of long or short-term temporary disability. As part of your contract of employment, you will be **automatically** included in the ICP with effect from the same date provided you have not previously opted out of the plan or you have been declined for cover under previous contracts of employment with UCC. **An additional benefit is membership to Specified Illness Cover (SIC) which pays a once off lump sum benefit in the event of a member being diagnosed with a specified illness.** The cost of membership of both plans will be deducted from your salary. The current combined membership rate is 1.05% of your salary.

The **Pay Related Social Insurance Class** A1 rate of Pay Related Social Insurance (PRSI) applies to the post.

Voluntary Health Insurance: VHI /Laya Healthcare & Irish Life Healthcare offer group schemes. Premiums must be paid via the UCC payroll. The Laya Group No is 32805, and VHI Group No is 137.

Additional benefits: We offer progressive employment and training policies including opportunities for further studies. Staff can avail of membership of a variety of clubs and societies and a wide range of facilities on campus, including a leisure centre.

As an equal opportunities employer we offer a comprehensive suite of Work Life Balance Policies. A list of such initiatives is available on our webpage.

UCC welcomes applications from non-EEA citizens. However, regulations regarding employment permits are set by the Department of Enterprise Trade and Employment and must be strictly adhered to. An offer of appointment to Non-EEA candidates **is subject to the granting of a Work Permit** by the Department of Enterprise Trade & Employment.

Candidates are requested to make a personal assessment against their own eligibility as to whether they should apply for this post.

Certificates and Testimonials: These documents should not be sent with the application. Candidates who are selected for interview will be requested to submit the necessary documentation.

References: Following completion of the interview process and the identification of the preferred candidate, any offer of appointment will be subject to receipt of satisfactory references. For internal candidates, the People & Culture Department will seek a reference from a candidate's line manager once the

preferred candidate has accepted a conditional offer of employment. Additional references may be sought on the request of the hiring manager.

Shortlisted candidates for posts shall be required to appear before a Board of Assessors. Interviews will be conducted either online via Microsoft Teams or in person in the first instance. Candidates may also be required to attend an interview in person if the interview takes place online. Candidates will be notified as appropriate.

A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications, and to undergo a medical examination. Garda vetting and/or an international police clearance may also be required.

Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

Note: Candidates should note that any inaccurate information will invalidate their application.

Restrictions that may apply in relation to the re-employment of former public service employees or pensioners

Certain restrictions may apply in relation to the re-employment / appointment of:

(a) former public service employees who have availed of certain collective agreements or arrangements

OR

(b) former public service employees who are in receipt of a public service pension or who have preserved benefits under a pre-existing public service pension scheme

The following outlines some of the main agreements and schemes that may restrict a candidate's right to be re-employed in the public service or affect how they are reemployed.

The list is not exhaustive, so prospective candidates should declare any other agreements or arrangements that they may have availed of that affects or restricts their re-employment in the Public Service.

Employment Control Framework for the Higher Education Sector

Under the Employment Control Framework for the Higher Education Sector, re-employment of retired staff may only occur in very limited exceptional circumstances and in these cases the salaries offered may not exceed 20% of the full-time salary an individual was in receipt of at the time of their retirement, adjusted to reflect the application of Government pay policy in the period since their date of retirement – including in particular the application of salary adjustments imposed under the Financial Emergency Measures in the Public Interest (No. 2) Act 2009. Any such proposed arrangements must be put in advance to the Higher Education Authority (HEA) and the person concerned will only be eligible for re-employment if approval is obtained for same from the HEA.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, National Development Plan and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement may not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Pension Abatement: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service.

Declaration: Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.